

From: [Biggs, Tonia](#)
To: [Adams, Mikeal](#)
Cc: [Spalding, Susan](#); [R6HarveyLSC](#); [R6HarveyInfo](#); [Carter, Timber](#); [Christian, Doretha](#)
Subject: RE: Tonia Biggs Mobilization Package - R6H1HarveyResponse
Date: Tuesday, September 12, 2017 4:36:28 PM

I need to travel on Sunday September 17 and have Monday September 18 be my first day to report. I am not able to travel before Sunday. I coordinated with Janie Acevedo and she said she would be able to accommodate my timeline.

Thank you,

Tonia Biggs
214.665.8551

From: Adams, Mikeal
Sent: Tuesday, September 12, 2017 4:22 PM
To: Biggs, Tonia <Biggs.Tonia@epa.gov>
Cc: Spalding, Susan <Spalding.Susan@epa.gov>; R6HarveyLSC <R6HarveyLSC@epa.gov>; R6HarveyInfo <R6HarveyInfo@epa.gov>; Carter, Timber <Carter.Timber@epa.gov>; Christian, Doretha <christian.doretha@epa.gov>
Subject: Tonia Biggs Mobilization Package - R6H1HarveyResponse

On August 25th, 2017 FEMA activated EPA under its Emergency Support Function (ESF 10). You have been selected to mobilize to Corpus Christi, Texas and assist in this mission. Your selection has been based on your willingness to deploy and arrive on **9/17/2017** at 8:00am. The anticipated work schedule is a 12-hour work day Sunday thru Saturday. This deployment is slated for a minimum of 14-day period, not including travel time. If you are unable to check-in during this time frame, you must contact Region 6 at R6HarveyLSC@epa.gov. If you have questions about the deployment, please contact the Logistics Section Chief (LSC) at R6HarveyLSC@epa.gov.

Position/assignment and Asset Tracker Number: COM Liaison Officer, 37692

Command Post: Alpha Branch Corpus Christi, TX: 2001 Suntide Rd, Corpus Christi, TX 78409

First Work Day: 9/17/2017

Demob Date: 10/2/2017

POC at Command Post: Gary Moore

Lodging: RV's onsite. See Derek Ragon.

Mode of Transportation: Book your own commercial air and rental car.

Bring ID clothing with you.

IMPORTANT ACTION ITEMS (NO EXCEPTIONS):

1. Prepare TA per your regional process. Include your Asset Tracker number in TA comments. Apply below accounting code and route through regional process for authorization and approval. Region 6 employees TA will be created by the REOC.
2. Ensure work schedule in People Plus is recorded as regular 8 hour day.
 1. Overtime forms.
 - ❖ Outside R6 – Complete overtime request form, include your Asset Tracker number and obtain Regional Manger approval. Upon returning to your region from response, complete approved overtime form and PDF copy to R6HarveyfSC@epa.gov
 - ❖ R6 Employees – Overtime form will be prepared for you by REOC. Approved copy will be emailed to you. Upon returning from the response, complete approved overtime form and PDF copy to R6HarveyfSC@epa.gov
3. UPON ARRIVAL TO HOTEL/COMMAND POST, CALL LOGISTICS AT 214-665-9704

TA Accounting Code:

DCN: HHR

Budget FY: 2016/17

Fund: BR

Org Code: 06LOX13

PRC: 303DC6

Site: H001

See attached mobilization guidance document for detailed information.

Mike Adams

Hurricane Harvey Response Team

REOC Dallas

214-665-6711